



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF FIRE PREVENTION  
ADMINISTRATIVE SERVICES SECTION  
PERMITS AND LICENSING UNIT  
500 JAMES ROBERTSON PARKWAY, THIRD FLOOR  
NASHVILLE, TENNESSEE 37243-1159  
PHONE (615) 741-1322—FAX (615) 741-1583**

**REQUIREMENTS TO BECOME A REGISTERED FIRE SPRINKLER CONTRACTOR**

The procedures for qualifying as a registered Fire Sprinkler Contractor are listed below:

1. Submit to this office a completed application with a check or money order made payable to the Department of Commerce and Insurance for six hundred dollars (\$600.00). (Please note that one hundred dollars (\$100.00) is a non-refundable fee and five hundred dollars (\$500.00) is a first time issuance fee.)
2. Pursuant to Tenn. Code Ann. §62-32-105, obtain one of the following:
  - A. A Surety Bond executed by the applicant and a surety company authorized to do business in this state, made payable to the State of Tennessee, Department of Commerce and Insurance in the amount of ten thousand dollars (\$10,000.00).
  - OR**
  - B. A certificate from the Board of Contractors showing that the applicant is licensed to engage in fire sprinkler system work under Tenn. Code Ann. §62-32-105 (2) (C).
3. Each firm must have at least one (1) Responsible Managing Employee licensed by this office and employed by the contractor according to Tenn. Code Ann. §62-32-104.
4. No person shall be eligible for registration who is not at least eighteen (18) years of age pursuant to Tenn. Code Ann. §62-32-107(d).

According to Tenn. Code Ann. §62-32-110(b) all certificates of registration and licenses shall expire on June 30 of each year and shall be invalid on that date unless renewed. Such certificate may be renewed on or before the expiration date by payment of the renewal fee not to exceed two hundred dollars (\$200.00).

Pursuant to Tenn. Code Ann. §62-32-110 (c) certificates of registration and licenses shall be subject to late renewal for a period of ninety (90) days following their expiration date by payment of the renewal fee (\$200.00), plus a penalty of one-half (1/2) of the renewal fee (\$100.00). Any person desiring reinstatement thereafter must reapply for registration or licensure.

Seventy-five dollars (\$75.00) must be submitted for duplicate certificate of license.



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**Application for Fire Protection Sprinkler System Contractor Certificate of Registration**  
**(Pursuant to Tenn. Code Ann. § 62-32-105)**

Registration Fee: \$500.00

Application Fee: \$100.00 (This is a non-refundable application fee)

Total Fees Due: \$600.00

**NOTE: PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF COMMERCE & INSURANCE**

This application must be fully completed and accompanied by appropriate fees and evidence of compliance with the bonding requirements of Tenn. Code Ann. § 62-32-105(2), if applicable.

1. Doing Business as: (circle one)      Individual      Partnership      Corporation      Joint Venture

All the partners in a partnership and all the joint venturers in a joint venture must obtain a registration as a contractor Pursuant to Tenn. Code Ann. § 62-32-104 (1)

2. Name of Firm \_\_\_\_\_

Location of Firm \_\_\_\_\_  
(Street Number, Or R.F.D. and P.O. Box)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_  
Telephone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

3. Name of Firm Owner: If partnership, give name of each partner, if corporation, give name of president and secretary. (Use additional sheet if necessary.)

Name \_\_\_\_\_ Title \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Social Security # \_\_\_\_\_

4. IF FIRM IS HEADQUARTERED OUTSIDE OF THE STATE OF TENNESSEE, List the following:  
Tennessee Address of Firm

\_\_\_\_\_  
(Street Number, or R.F.D. and P.O. Box)

\_\_\_\_\_  
City State Zip Code Telephone #

5. IF FIRM HAS OPERATED UNDER DIFFERENT NAME(S), LIST THE PREVIOUS NAMES AND ADDRESSES OF THE FIRM: (Use additional sheets if necessary)

Name of firm \_\_\_\_\_

\_\_\_\_\_  
(Street Number, or R.F.D. and P.O. Box)

\_\_\_\_\_  
City State Zip Code Telephone #

Dates of Operation \_\_\_\_\_

6. Pursuant to Tenn. Code Ann. § 62-32-104(2), each fire protection sprinkler system contractor must employ a responsible managing employee who holds a valid LICENSE issued by the Division of Fire Prevention.

RESPONSIBLE MANAGING EMPLOYEE(S):

Name \_\_\_\_\_ RME License # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Month/Day/Year)

Name \_\_\_\_\_ RME LICENSE # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Month/Day/Year)

7. HAVE YOU AS AN INDIVIDUAL, PARTNER OR CORPORATION EVER APPEARED BEFORE A REGULATORY BOARD FOR ANY VIOLATION IN THE CONDUCT OF A BUSINESS? \_\_\_\_\_

IF YES, GIVE DETAILS: \_\_\_\_\_

#### 8. CERTIFICATION AND AUTHORIZATION

*I certify that I am familiar with Tenn. Code Ann. § Title 62, Chapter 32, Part 1, and the Rules and Regulations issued pursuant thereto. Authority is hereby granted to representatives of the Division of Fire Prevention to enter, examine and inspect any premises, building, room or establishment used in connection with the certificate of registration for which I am applying, to determine compliance with the provisions with Tenn. Code Ann. § Title 62, Chapter 32, Part 1, and the Rules and Regulations issued pursuant thereto. Any false statements or material misrepresentation of this application shall be cause for refusal to issue or renew, or suspend or revoke a certificate of registration or license.*

9. INSTRUCTIONS FOR SIGNING:

AN APPLICATION BY AN INDIVIDUAL MUST BE SIGNED BY THAT INDIVIDUAL. AN APPLICATION BY A PARTNERSHIP MUST BE SIGNED BY EACH PARTNER. AN APPLICATION BY A CORPORATION MUST BE SIGNED BY THE PRESIDENT AND SECRETARY OF THE CORPORATION.

(A) Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

(B) Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

(C) Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

ENCLOSE THE FOLLOWING:

If licensed by the Tennessee Board of Licensing Contractors, pursuant to Tenn. Code Ann. § 62-6-103, provide a copy of the LICENSE; or if not, pursuant to Tenn. Code Ann. § 62-32-105(2), provide evidence of execution of a surety bond payable to the State of Tennessee in the amount of \$10,000.00.

If you have any questions, please feel free to contact this office at 615-741-1322.

**ALL LICENSES EXPIRE JUNE 30<sup>th</sup> OF EACH YEAR**

**FIRE PROTECTION SPRINKLER SYSTEM CONTRACTOR  
SURETY BOND**

(As required by Tenn. Code Ann. §62-32-105)

State of \_\_\_\_\_

Bond Number \_\_\_\_\_

County of \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENT:

That I (we) \_\_\_\_\_,  
as Principal, and \_\_\_\_\_,  
a surety company authorized to do business in the State of Tennessee, as Surety, are held and firmly  
bound unto the State of Tennessee in the penal sum of TEN THOUSAND DOLLARS (\$10,000),  
lawful money of the United States, for the payment of which sum well and truly to be made, we bind  
ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly  
by these present.

THE CONDITION of this obligation is that whereas Principal has filed an application for a  
Certificate of Registration as a fire protection sprinkler system contractor under the provisions of  
Tennessee Code Annotated, §62-32-105;

NOW, THEREFORE, upon the issuance of such Certificate of Registration to the Principal  
herein, as provided in Tennessee Code Annotated, §62-32-107, if the Principal shall pay the extent of  
the face amount hereof all judgments which may be recovered against it to compensate third party  
losses caused by the wrongful acts or omissions of the Principal or the Principal's employees,  
servants, officers, or agents in the conduct of business as a fire protection sprinkler system  
contractor, then this obligation shall be void; otherwise to remain in effect at all times and places in  
which the Principal engages in business as a fire protection sprinkler system contractor in the State of  
Tennessee.

Any person who may be injured or aggrieved by a wrongful act or omission of the Principal or  
its employees, servants, officers, or agents shall have the right to sue directly on this bond without  
assignment thereof.

THE TERM of this bond is continuous; provided, however, that the Surety shall have the right to cancel this bond at any time by a written notice stating when the cancellation shall take effect and served upon or sent by certified mail to the Tennessee Department of Commerce and Insurance, Division of Fire Prevention, Permits and Licenses Unit, 500 James Robertson Parkway, Third Floor, Nashville, Tennessee 37243-1159, at least thirty (30) days prior to the effective date of the cancellation; provided further that such cancellation shall not release the Surety from any liability existing hereunder at such effective date of cancellation.

In no event shall the aggregate liability of the Surety exceed the face amount hereof.

Witness Our Hands, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PRINCIPAL:

\_\_\_\_\_  
(Signature)

SURETY:

\_\_\_\_\_  
(Name and Address of Company)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name of Agent)

\_\_\_\_\_  
(Address)

In Witness Hereof, I have hereunto set my hand and official seal.

My Commission Expires:

\_\_\_\_\_  
Notary Public